

DEVON AND CORNWALL POLICE AUTHORITY
HEALTH AND SAFETY POLICY AND PROCEDURE

For the purposes of this Health and Safety Policy reference to Police Authority employees means a person who is under the management of the Chief Executive.

1. Policy

It is the policy of the Police Authority to comply with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 and all subsequent legislation and to provide and maintain so far as is reasonably practicable, a healthy and safe working environment for its employees. The Authority also accepts that it has a duty to protect the health and safety of Members of the Authority, volunteers acting in fulfillment of the Authority's functions and all visitors to the Authority, including any members of the public likely to be affected by its work.

This policy complements and supports the joint Health and Safety Policy Statement signed by the Police Authority Chairman and the Chief Constable (attached to this policy as appendix 1)

Both the Authority and its employees have particular responsibilities for health and safety.

2. The Authority's Responsibilities

In an overall context, responsibility for the health, safety and welfare of all personnel rests with the Police Authority and the Chief Constable who may delegate specific duties for functional management

In the context of the Health and Safety at work act 1974, the Police Authority is the body corporate and therefore has legal obligations upon them under the afore-named legislation. The Police Authority delegates to the Chief Constable the direction and control of all matters relating to health, safety and welfare regarding the Police Officers and Police Staff who are under the direction and control of the Chief Constable. Details of specific responsibilities are given in appendix 2.

In order to comply as far as is reasonably practicable with its responsibilities, the Authority will:

- Maintain the workplace in such a condition that it is safe and will minimise the risk to health; safety and welfare.
- Undertake suitable and cost effective risk assessments, ensuring that foreseeable hazards are identified and appropriate action taken to eliminate risk or, where this is not possible, to reduce risk to as low as is reasonably practicable.

- Provide such information, training and supervision as is necessary to ensure the health and safety at work of all its employees, volunteers and Members;
- Consult appropriately with its employees on health and safety matters
- Ensure all accidents and 'near misses' are investigated to determine their underlying cause for the purpose of ensuring that there is no potential for recurrence and using the lessons learnt to improve health and safety performance within the Authority.
- Ensure all dangerous occurrences, major injuries and serious illnesses are reported to the Health and Safety Executive following any statutory escalation processes (RIDDOR 95)
- Adopt a 'no blame' culture when investigating accidents for the purpose of improving health and safety performance. The type and level of the investigation will be appropriate to the circumstances.

3 Employee's Responsibilities

Effective health and safety requires the active support of employees, whose responsibilities include:

- Following instructions and appropriate systems for work laid down for their health and safety and co-operating with the Authority in fulfilling its health and safety responsibilities;
- Making proper use of any equipment and personal protective equipment provided for their health and safety;
- Informing the Assistant Chief Executive if they identify hazards and/or have an accident at work and completing a hazard report form accordingly;
- Taking care to ensure that their activities do not put themselves or others at risk.
- Complying with 'no smoking' legislation;
- Contacting the appropriate emergency service for assistance necessary.

Employees are reminded that disregard of safety practices, procedures and rules may amount to misconduct under the Authority's disciplinary procedure and that serious breach may amount to gross misconduct for which the appropriate penalty is summary dismissal.

4. Specific Responsibilities

The Chief Executive

The Chief Executive of the Authority has overall responsibility for health and safety matters including:

- Advising the authority on health and safety matters and ensuring that appropriate resources are available to meet the requirements of this policy;
- Monitoring compliance with and the overall effectiveness of health and safety policy and practice in the Authority;

Assistant Chief Executive

The Assistant Chief Executive has responsibility for overseeing and, on a day today basis, co-ordinating health and safety matters including:

- Establishing, interpreting and ensuring the effective administration of procedures to fulfil the requirements of this policy;
- Ensuring that all employees, Members and volunteers are made aware of this policy and its associated procedures and of their individual and collective responsibilities for health and safety;
- Ensuring that workplace hazard identification exercises are initiated and completed for the Authority's offices;
- Ensuring that hazards are risk assessed and managed appropriately;
- Ensuring that the risk assessments are completed in risk priority order;
- Ensuring that persons nominated to conduct risk assessments are competent to do so. Where such persons are employees of the Authority they should receive appropriate training ;
- Ensuring that employees (including new employees) and volunteers are provided with relevant and adequate information, instruction and training on relevant health and safety matters, including training in the safe systems of work resulting from the risk assessments;
- Ensuring that any health and safety risks identified by the assessments are reduced to as low as is reasonably practicable;
- Ensuring that other parties, such as Members of the Authority, visitors and contractors, who may be affected are informed of the significant findings of the assessments;
- Checking that when the Authority uses or hires premises, which are not under the control of the Authority, for the conduct of the Authority's business e.g. for public meetings , risk assessment processes are implemented and appropriate action is taken to eliminate or minimise risks that are identified
- Encouraging employees to complete hazard, near miss, injury and dangerous occurrence reporting forms when required;
- Ensuring that First Aid provisions meet the necessary statutory requirements and the needs of the organisation;
- Ensuring that risk assessments are reviewed for their confirmed application at least once every 12 months and when any significant change is made;
- Ensuring that relevant risk assessments are reviewed following an accident, incident or near miss and that appropriate investigation and statutory notifications are made in the event of accidents.
- Ensure that a fire evacuation test is completed

- Ensuring that effective procedures are in place and that relevant assessments are made by nominated competent assessors in respect of all facets of this policy including:
 - Fire precautions
 - Display Screen Equipment
 - Lone working
 - Use of vehicles

Nominated Risk Assessor(s)

In fulfilment of the Authority's responsibilities under this policy one or more Risk Assessors will be nominated whose role will be to:

- Undertake risk assessments in accordance with the hazard identification process and priorities set by the Assistant Chief Executive;
- Undertake risk assessments as result of reports from employees, Members of the Authority, volunteers or visitors to the Authority's premises;
- Report to the Assistant Chief Executive on the findings of risk assessments and make appropriate recommendations proportional to the risk to eliminate/reduce identified hazards;
- With the agreement of the Assistant Chief Executive obtain assistance from specialist parties where required;
- Keep appropriate records of risk assessments, recommendations and subsequent action;
- Identify specific risk assessments, such as manual handling, hazardous substances and display screen equipment, if they are required;
- Investigate at the request of the Assistant Chief Executive any hazards or accidents reported by employees and submit any findings to them;
- Review the risk assessments for their confirmed application at least once every 12 months and when any significant change is made, and following an accident, the completion of a hazard report form or a near miss.

Nominated Risk Assessors who are employees of the Authority will receive appropriate training.

5. First Aid

The Authority recognises its responsibilities under the Health and Safety (First Aid) Regulations 1981 which require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. The Authority also recognises that what is adequate and appropriate will depend on the circumstances in the workplace and the Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and guidance, which specifies the need for an assessment of first-aid requirements that is appropriate to the risk in respect of the people at work at individual premises.

The Authority will therefore assess and keep under review its First Aid requirements and provision, but will ensure that, at the very least, one First Aider and one Appointed Person (as defined in guidance from the Health and Safety Executive) are appointed and receive relevant approved training, for which appropriate time off with pay will be given

It is the responsibility of the Assistant Chief Executive to:

- undertake an assessment to determine the number of first-aid personnel and the facilities required;
- ensure that all staff are aware of the first-aid personnel;
- ensure that first-aid personnel are given sufficient time for training and carrying out their responsibilities;
- organise training (and refresher training) from an approved course provider for first-aid personnel;
- keep training records and copies of certificates for first-aid personnel;
- ensure that there is adequate first-aid cover on a day-to-day basis;
- organise the purchase of supplies for first-aid kits when requested;
- keep first-aid personnel notices updated.
- Report dangerous occurrences, major injuries and serious illnesses to the health and safety executive in line with RIDDOR 95 requirements

It is the responsibility of designated First Aid personnel to:

- take charge of injury/ill health situations;
- provide first-aid assistance or advice within the scope of their training and confidence;
- seek support from the emergency services where necessary;
- monitor the contents of first-aid kits so that they are properly stocked, in date and in a suitable location and to advise the Assistant Chief Executive when new supplies are needed;
- complete appropriate records, including the accident book.
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6. Fire Precautions

The Assistant Chief Executive will nominate a responsible person to carry out a fire risk assessment.

It is the responsibility of the responsible person to:

- Carry out a weekly fire-risk assessment identifying any foreseeable dangers and risks;
- Ensure fire alarm tests are conducted weekly
- Identify who may be especially at risk;
- Eliminate or reduce the risk from fire as far as is reasonably possible;
- Make recommendations on general fire precautions to deal with any foreseeable risks;

- Take other measures to make sure there is protection if flammable materials are used or stored;
- Create a plan to deal with any fire related emergency;
- Ensure as far as is reasonably practical that everyone on the premises, or nearby, can escape safely if there is a fire;
- Maintain and keep under review a record of all fire risks.

The Office Manager will ensure that anyone hiring the conference room is aware of the fire procedures.

7. Display Screen Equipment

The Authority will take all reasonable steps to ensure the health and safety of employees using Display Screen Equipment (DSE). The Authority recognises that risks associated with DSE are directly related to the type and layout of the workstation, the nature of the work and the physical and mental attributes of the person using the DSE. The Authority will therefore provide all reasonable information, training and support to users and operators to enable them to understand and manage these risks and will also ensure that suitable and sufficient DSE risk assessments are undertaken and, whenever possible, eliminate or, if not, reduce all identified risks to as low as is reasonably practicable.

In particular the Authority will, through the Assistant Chief Executive:

nominate a DSE Assessor to undertake the duties identified below;

- ensure that all DSE workstations in the Authority's workplace(s) comply with the minimum requirements specified in the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992;
- ensure that DSE assessments are performed for individual workstations for each DSE user or operator (other than very occasional users);
- review all completed DSE assessments and initiate risk control measures indicated in the assessments (eg provision of new or modified equipment or aids, modification of working methods, training);
- ensure that DSE assessments are reviewed for their confirmed application at least once every 12 months and when any significant change is made to the workstation;
- ensure that an eye and eyesight test by a competent person is arranged for any user that requests such a test and that, where such a test had been arranged, further tests are arranged at regular intervals, as specified by the competent person;
- ensure that users are reimbursed for the cost of basic spectacles or contact lenses prescribed specifically for use with DSE at work;
- ensure that adequate training is provided to all users to enable them to use DSE in a safe and healthy manner;
- ensure that work activities are planned to avoid prolonged periods of DSE use.

The DSE Assessor will:

- conduct and record DSE assessments with all DSE users ;

- submit the DSE assessment for approval by the Assistant Chief Executive;
- advise DSE users of his/her individual assessment;
- maintain a file of all DSE assessments;
- provide general advice and information to all DSE users on the optimum arrangement of their workstation and action they can take (posture, exercise, breaks, etc) to ensure comfort and the avoidance of repetitive strain injuries or other harm arising from DSE use;
- ensure that all DSE workstations in the Authority's workplace(s) comply with the minimum requirements specified in the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992;
- ensure that DSE assessments are performed for individual workstations for each DSE user or operator (other than very occasional users);
- review all completed DSE assessments and initiate risk control measures indicated in the assessments (eg provision of new or modified equipment or aids, modification of working methods, training);
- ensure that DSE assessments are reviewed for their confirmed application at least once every 12 months and when any significant change is made to the workstation;
- ensure that an eye and eyesight test by a competent person is arranged for any user that requests such a test and that, where such a test had been arranged, further tests are arranged at regular intervals, as specified by the competent person;
- ensure that adequate training is provided to all users to enable them to use DSE in a safe and healthy manner;

8. Lone Working

The Authority will avoid the need for employees to work alone where reasonably practicable. Where lone working is necessary, the Authority will take all reasonable steps to ensure the health and safety of employees working alone.

The Assistant Chief Executive will ensure that when risk assessments are conducted they take into account the possibility that employees will be working alone and will ensure that arrangements to take account of any identified risks are in place prior to employees working alone. In particular that:

- emergency procedures are in place so that members of staff working alone can obtain assistance if required;
- any employee working alone is capable of undertaking the work alone;
- arrangements are in place so that someone else is aware of a lone worker's whereabouts at all times;
- persons working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone;

- records are kept of all lone working assessments.

Employees working alone will:

- follow the safe working arrangements developed by the Authority for lone working;
- take reasonable steps to ensure their own safety;
- inform their line manager/assessor of any incidents or safety concerns.

9. Use of Vehicles

The Authority will take all reasonable measures to reduce the risks to staff, other road users and the public resulting from driving to as low as is reasonably practicable.

The Authority recognises that the risks to employees whilst driving stem from both the skills required and behaviour exhibited whilst driving, particularly when travelling long distances or during unsociable hours. Consequently the Authority, through the Assistant Chief Executive, will ensure that:

- evidence is provided by all drivers that they hold a full current licence for the class(es) of vehicle(s) that they drive on Authority business;
- evidence of suitable insurance is demonstrated for all privately owned vehicles used for Authority business;
- all drivers of their own vehicle on Authority business provide evidence of a current MOT for the car, where appropriate;
- all drivers of their own vehicle on Authority business provide evidence of a valid road fund licence
- all drivers advise the Assistant Chief Executive of:
 - all endorsements to their driving licence or disqualification from driving;
 - any change of a privately owned vehicle used for Authority business; and
 - any change to insurance conditions
 as soon as is practicable after the penalty is imposed or any change occurs;
- all vehicles owned or operated by the Authority are subject to regular servicing at a recognised service facility, which applies maintenance procedures, equipment and replacement parts which are suitable for the vehicle in question;
- training is provided by the Authority for specific driving skills where required.

At all times while driving employees shall conduct themselves in accordance with the law and the Authority's policy and shall use their own judgement to ensure that they reduce the risks to themselves and to others to as low as is reasonably practicable. In particular they will:

- be responsible for their own safety, for any passengers or loads carried in the vehicle and for ensuring that the vehicle is safe to use (including hired vehicles);

- ensure that passengers are carried only in accordance with the vehicle manufacturer's design specification, with a seat for everyone and only one person per seat;
- ensure that seat belts are installed for the driver and all passenger seats and worn on all journeys;
- take breaks every two hours when driving, especially on long-distance trips, to ensure that they do not suffer fatigue;
- wherever possible, share driving on journeys of over two hours' duration;
- where reasonably practicable plan their journeys to avoid travel in adverse weather or where excessive hours will be worked as a consequence;
- if necessary, due to adverse weather, journey length or the number of hours worked, make use of overnight accommodation arranged at the Authority's expense at the discretion of the driver;
- report promptly any problems with the condition of hired vehicles (this includes pool cars booked via the Force) to the supplier and also inform the Assistant Chief Executive;
- not use mobile telephones while driving, instead switching to a message service and picking up messages when taking breaks from driving;
- find a safe place to park to make telephone calls or receive messages;

10 Electrical Equipment

- No electrical equipment may be used by staff undertaking Police Authority business unless it carries the British Standards Institute 'kite' mark
- All electrical equipment owned by the Police Authority will be tested for safety at least once every 2 years by a qualified electrician
- Employees will not attempt to repair or alter any electrical equipment owned by the Police Authority

11. Manual Handling

- From time to time, in the course of Police Authority business, it maybe necessary for heavy, bulky or large items to be moved. In such circumstances a dynamic risk assessment will be undertaken and every effort made to minimise risks; this may include the use of contractors or specialist equipment.
- Staff will not be expected to lift or move any item which they believe to be beyond their capability
- Staff will be provided with information about manual handling.

12. Volunteers

The Authority organises and oversees the delivery of independent custody visiting. This is undertaken by volunteers who are not employees of the Authority and who may, in exercising their responsibilities, attend premises over which the Authority does not exercise day to day management control.

The precepts of this policy apply to such volunteers. In particular:

- The Authority has a responsibility to check that those in control of those premises have instituted risk assessment processes and take appropriate action to eliminate or minimise risks that are identified.
- Volunteers have a responsibility to act upon any advice or instruction that they receive in respect of risks that are identified and to report to the Authority any risks or hazards that they encountered while acting in support of the Authority's functions so that the Authority can seek to ensure that such risks or hazards are minimised or eliminated in the future.

Draft revised
August 2008
February 2007

Joint Health and Safety Policy Statement

It is the policy of the Police Authority and the Chief Constable to ensure so far as is reasonably practicable, the provision and maintenance of:

- safe and healthy working conditions, equipment and systems of work for all Force personnel; and
- to provide such leadership, resources, information, training and supervision as is needed for these purposes.

The Police Authority and the Chief Constable also accept their responsibility for the health and safety of other people who may be affected by the force activities.

To this end the Force will aim to exceed the requirements of the Health and Safety at Work etc. Act 1974, all other relevant statutory provisions and recognised codes of practice. The Police Authority and the Chief Constable expect all members of the Force – police officers, police staff and members of the Special Constabulary, irrespective of rank, grade or position – and all contractors working on behalf of the Force, to co-operate fully in the achievement of this policy.

The Force will continue to work with staff associations in the implementation of health and safety. Provision is made through the meetings structure for consultation with staff on matters relating to health and safety.

The allocation of responsibilities for health and safety matters and the particular arrangements made to implement the policy are set out in the Health, Safety and Environmental Management System.

Signed by the Chairman of the Police Authority and Chief Constable.

Extract from the Force Health and Safety Policy D197, section 6

SPECIFIC RESPONSIBILITIES

6.1 Responsibility for the health, safety and welfare of all personnel rests with the Police Authority and the Chief Constable who delegate specific duties for functional management as follows. There will be representation at all meetings from the staff associations and trade unions.

6.2 **Police Authority** In the context of the Health and Safety at work act 1974, the Police Authority is the body corporate and therefore has legal obligations upon them under the afore-named legislation. The Police Authority delegates to the Chief Constable the direction and control of all matters relating to health, safety and welfare.

The Police Authority is responsible for ensuring sufficient resources are allocated to effectively manage health and safety.

The Police Authority has nominated a health and safety lead who represents the authority and is a full and active member of the Force Health and Safety Committee.

It is the responsibility of the police authority to, where appropriate, scrutinise, and if necessary, challenge, the health and safety management systems of the force. It should also agree and sign the joint health and safety policy and policy statement.

6.3 **Chief Constable** has overall responsibility for the effective implementation of health and safety legislation and ensuring that the Devon and Cornwall Constabulary complies with all relevant statutory health and safety requirements.

These responsibilities include:

- a) Establishing and overseeing the effective running of the Force's health and safety organisation and arrangements.
- b) Consulting with the Police Authority and allocating adequate resources for health and safety.
- c) Determining priorities for effective health and safety management.
- d) Promoting and championing a positive health and safety culture within the Force.

6.4 **The Director of Human Resources** (Director HR) is the Force Director of H&S. The Chief Constable delegates responsibility for the effective management of corporate risks by ensuring compliance with applicable legislation and correct implementation by Assistant Chief Constables and commanders of H&S management policies. The Director HR will chair meetings of the Force Health and Safety Committee and will be responsible for ensuring:

- a) Correct formulation of H&S management policies, which ensure compliance with legislation.
 - b) Relevant H&S objectives are included in business plans.
 - c) H&S management and monitoring systems are applied within the Force.
 - d) Monitoring the application of H&S practices and standards defined in this document, through reports, performance indicators (PI) and auditing process.
 - e) Ensuring necessary resources are made available for implementation of H&S policies and arrangements.
 - f) Ensuring the Chief Officers' Group is kept aware of significant aspects of H&S, which impact upon the Force.
 - g) Actively promote a positive culture by demonstrating commitment to H&S principles.
- 6.5 **The Director of Finance and Resources** is responsible for ensuring that: provision is made for adequate financial resources to ensure that the Force can fulfill its legal obligations and duty of care as required by health and safety legislation.
- 6.6 **BCU/Department Commanders.** BCU/Departmental Commanders are responsible for all aspects of operational safety and the effective management of risk to the health and safety of personnel under their command by ensuring compliance at all levels with applicable legislation and correct implementation of Force health and safety management policies.
- a) Implementation of the HS&E Management System and policies within area of responsibility.
 - b) Ensuring risk assessments are prepared throughout their BCU or department that identify all significant hazards, and establish appropriate control measures to eliminate or reduce the risks involved
 - c) Ensuring necessary resources are made available for implementation of HS&E policies and arrangements.
 - d) Ensuring that adequate HS&E training is provided for personnel under command.
 - e) Ensuring the Chief Officers' Group is made aware of significant aspects of HS&E, which may impact upon the Force.
 - f) Monitoring the application, within area of responsibility, of HS&E practices and standards defined in this document, through reports, performance indicators (PI) and auditing process.
 - g) Actively promoting a positive culture by demonstrating commitment to HS&E principles.
 - h) Identifying and appointing key personnel and competent persons, as listed in the following paragraphs, necessary to ensure compliance with the Management System.
 - i) The agenda item Professional Working Environment including Health and Safety must be discussed at all monthly SMT/DMT meetings
- 6.7 **Business Managers** are responsible to their respective Commander for the functional day-to-day management of non-operational health and safety matters, and correct implementation of the Chief Constable's health and safety policy. In the case of Headquarters Departments, the Site Services Manager will perform this function.

- 6.8 **Force Health and Safety Manager.** The Force Health & Safety Manager (FHSM) is responsible for providing advice, support and information on the application of health and safety legislation within the Force. The Force Health and Safety Team will:
- a) Provide advice on health and safety policy formulation and development.
 - b) Provide advice on the day to day implementation and monitoring of health and safety policies and plans.
 - c) Assist management in establishing and maintaining appropriate monitoring and auditing systems.
 - d) Provide advice to management in an independent and effective manner.
 - e) Establish effective links within the Force and with outside agencies including the Health and Safety Executive.
- 6.9 **BCU/Department Health and Safety Advisor.** All BCU/Departmental H&S Advisors (HSA) are responsible to the FHSM and to respective Commanders, for providing advice and support on the implementation of the HS&E Management System and associated PPS guidelines. They will also assist the FHSM with a – e above.
- 6.10 **Occupational Health Support Unit.** The Force Occupational Health Support Unit supports a range of confidential medical, physiotherapy, and counselling services to all members of the Force. Occupational Health services are provided by the Force Medical Advisors and Force Nursing Advisors and include advice, statutory health screening, health education and sickness absence monitoring support to managers. Counselling services are provided by the Force EAP
- 6.11 **Safety Co-ordinator.** All managers have a legal duty to comply with HS&E legislation. As necessary, certain key management posts are to be designated by BCU/Department commanders as Safety Co-ordinators (SC), in order to provide a focal point and direct management of HS&E matters. This will ensure oversight and effective compliance with Force procedures. SCs will be responsible to their respective commander for execution and oversight of HS&E activities in the operational and working environment. He/she should be of sufficient rank/grade and position within the organisation to fulfil this responsibility effectively. Specific responsibilities are:
- a) To be fully conversant with necessary HS&E policies, arrangements and procedures which impact within area of responsibility.
 - b) Implementation of the HS&E Management System and policies within area of responsibility.
 - c) Monitoring the application, within area of responsibility, of HS&E practices and standards defined in this document.
 - d) To ensure accidents involving injury and dangerous occurrences or 'near misses' are properly investigated and followed up by effective remedial action where necessary to avoid recurrence.
 - e) To ensure implementation of PPS D186 with respect to control of contractors.
 - f) Act as the focal point for the receipt and dissemination of HS&E information and instructions.

- g) To ensure personnel are provided with adequate training, instruction and information to allow them to perform their duties safely. Details of HS&E training courses available to personnel are published in the Force Prospectus.
- h) Oversee the activities of the Building Controller and Safety/Fire Wardens (Building Controller Assistants).
- i) Ensure co-ordination between shared site occupants regarding the implementation of HS&E management systems.

6.12 **Building Controllers.** The Regulatory Reform (Fire Safety) Order and The Management of H&S at Work Regulations detail the duties of managers who have control of buildings (Building Controller). All Force buildings must have a nominated Building Controller (BC). The BC is often the senior manager present in Force premises (e.g. station inspector/sergeant or support staff manager). In larger premises the BC may be a manager nominated by the BCU/Unit Commander. Where premises are small a BC can cover more than one premise. In multi-occupied premises it may be necessary to designate more than one BC, each BC would cover a specific area of the premise e.g. a custody suite within a police station. The BC holds responsibility for fire safety, contractors and the safety and statutory maintenance of buildings and equipment. The responsibilities of the BC will vary with the size and complexity of the site, but will include:

- a) The provision of a focal point for building matters including associated external areas. Ensuring, in liaison with the respective Business Manager, Safety/Fire Warden, that buildings, services, plant, portable electrical appliances, fire equipment and alarms are inspected, tested, maintained and recorded in a safe condition and any defects found are reported.
- b) Conduct six monthly fire/safety inspections followed by remedial action where necessary.
- c) Implementation and promulgation of fire and bomb emergency action plans, including the execution of periodic drills.
- d) Assist with minimising energy expenditure within building of responsibility.
- e) Where applicable, the identification and recording of waste streams.
- f) The minimisation, by recycling where applicable, and safe disposal of all waste generated within the building.
- g) Act as a Safety/Fire Warden if required to do so.
- h) Additional responsibilities should be formally recorded locally.

6.13 **Safety/Fire Wardens (SFWs)** (known as Assistant Building Controllers in some areas) are to be appointed to assist line managers, BCs and Safety Coordinators by undertaking specific HS&E activities such as fire/safety checks, inspections and monitoring the implementation of safe systems of work. The utilisation of SFWs reduces the burden placed upon BCs and managers. Large premises may require more than one SFW. More than one SFW may be required for premises with restricted/complex zones e.g. police station may require a SFW and the Custody Suite within the station another SFW. Small premises may not require a SFW. The duties of SFWs will vary with the size and complexity of the site, but will include:

- a) Maintaining a working knowledge of HS&E policies, arrangements and procedures that are relevant to the building/department.
- b) To assist in fire/safety inspections, including conducting weekly fire safety checks.
- c) To assist in implementation of HS&E management systems.
- d) Undertake regular fire and panic alarm tests.
- e) To assist, if required, in the investigation of accidents involving injury and dangerous occurrences or 'near misses'.
- f) To identify and report actions required, and to rectify any breaches in HS&E management procedures.
- g) Undertake risk assessments on behalf of managers and the BC if required to do so.
- h) Where applicable, maintain Site Safety Files and health and safety noticeboards/documentation.
- i) The maintenance of a Fire Logbook/Safety File for building of responsibility containing records of:
 - i. Fire inspection reports.
 - ii. Fire extinguisher/hose reel tests and maintenance.
 - iii. Fire alarm tests.
 - iv. Emergency lighting tests.
- j) Additional responsibilities should be formally recorded locally.

6.14 **Manager's Responsibilities.** *Managers at all levels hold direct responsibility* for the safety of their staff and anyone else, including visitors and contractors working on site, who may be harmed by any work activity carried out. Managers are to identify hazards within their area of responsibility, assess the associated risks in accordance with procedures detailed in this policy, PPS D156 and other associated PPS policies, and ensure the implementation of measures which will reduce and control those risks. Specialist advice and guidance is available from the BCU/Departmental H&S Advisor. Specific responsibilities of line managers include the following:

- a) The conduct of risk assessments in respect of:
 - (i). Planned operations, making full use of Force Generic Risk Assessments (GRA), in accordance with instructions contained in PPS D156.
 - (ii). Computer workstations, where operators are involved in keyboard work for an appreciable part of their normal working day, using Force forms HS 5/5a in accordance with PPS D230.

- (iii). Hazardous manual handling tasks, using Force form HS 7 in accordance with PPS D265.
- (iv). Hazardous substances used by personnel either on or off site, using Force form HS 3 in accordance with PPS D 270.
- (v). Hazardous non operational activities.
- b) The timely reporting of all accidents, assaults, dangerous occurrences and 'near miss' incidents using Force Form F2508 (police) in accordance with PPS D202.
- c) Ensuring the adequate investigation of all accidents and safety incidents in order to ascertain the circumstances and conditions of cause and introduce measures to prevent recurrence.
- d) Implementation of HS&E management systems and policies within area of responsibility.
- e) The identification of HS&E training needs and organisation of such training.

6.15 **All Force Personnel.** It is the duty of all Force personnel - police officers, police staff and members of the Special Constabulary, irrespective of rank, grade or position to:

- a) Take reasonable care of themselves and of other personnel who may be affected by their acts or omissions. The duty of care to third parties is particularly important in relation to independent custody visitors and other members of the public who visit police premises, those in police custody, those being interviewed on police premises, those being transported in police vehicles and contractors and their employees whilst working on police premises.
- a) Co-operate fully in enabling the employer to comply with statutory duties for health and safety.
- b) Use all work items provided by their employer in accordance with the training and instructions they receive.
- c) Inform the employer or the person responsible for health and safety of any work situation that might present a serious or imminent danger or of any shortcomings in Forces health and safety arrangements.

6.16 **Staff Association Safety Representatives.** In accordance with the provisions of the Health and Safety at Work Act 1974 and the general policy of the Chief Constable and Police Authority in relation to health and safety, the staff associations representing the interests of Force employees are entitled to appoint their own safety representatives to consult with management in matters relating to health and safety, and to carry out the functions as detailed in the Safety Representatives and Safety Committees Regulations 1977, as amended by the Management of Health and Safety at Work Regulations 1999.

The primary function of a safety representative is to represent employees in consultation with the employer on health and safety matters. Additionally the functions of a safety representative will be to:

- a) Investigate potential hazards and dangerous occurrences in the workplace (whether or not they are drawn to their attention by the employees they represent) and to examine the causes of accidents in the workplace.
- b) Investigate complaints by any employee they represent relating to that employee's health, safety or well being at work.

- c) Make representations to management on general matters affecting the health, safety and well being at work of employees.
- d) Carry out inspections as required and guided by the Force Health and Safety Manager.
- e) Represent the employees they represent in consultations at the workplace with HM Inspectors of the Health and Safety Executive and any other enforcing authority and to receive information from those inspectors.
- f) Attend meetings of the health and safety committee.

In accordance with the Management of Health and Safety at Work Regulations 1999 the Force will consult with safety representatives in good time about the:

- a) Introduction of any measure at the workplace, which may substantially affect the health and safety of any employees the safety representative represents.
- b) Appointment of competent persons.
- c) Planning and organisation of health and safety matters.
- d) Health and safety information required to be provided to employees under the relevant statutory provisions.
- e) Planning and organisation of any health and safety training required under the relevant statutory provisions.
- f) Health and safety consequences for employees of the introduction or planning of new technologies into the workplace.
- g) Make available information within the employer's knowledge, which the safety representatives need in carrying out inspections, following notifiable incidents, occurrences and diseases.

In order to facilitate safety representatives to undertake their duties Force will:

- a) Provide such facilities and help as safety representatives may reasonably require.
- Allow safety representatives such time off with pay during their working hours as is necessary for them to perform their statutory functions and undertake appropriate training.